

Editing Program Requirements in CIM

This session will cover how to edit program requirements in CIM for both new and existing programs.

New Programs:

1. For new programs, you must first create a proposal in CIM. Click on the green “Propose New Program” button at the top of the screen to get started. For an existing program, start with step 2, and double click on the blue outline of your program requirements to get started.



Program Management

Search, edit, add, and inactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with “MAT” with “MATH”, and *MATH* everything that contains “MATH”. The system searches the Program Code, Title, Workf Quick Searches provides a list of predefined search categories to use.

☐ History - OR -

2. In the new program shell, scroll down to Section B, and find the “Program Requirements” box.

Section B - Program Description and Content

Program Description

Program Outcomes

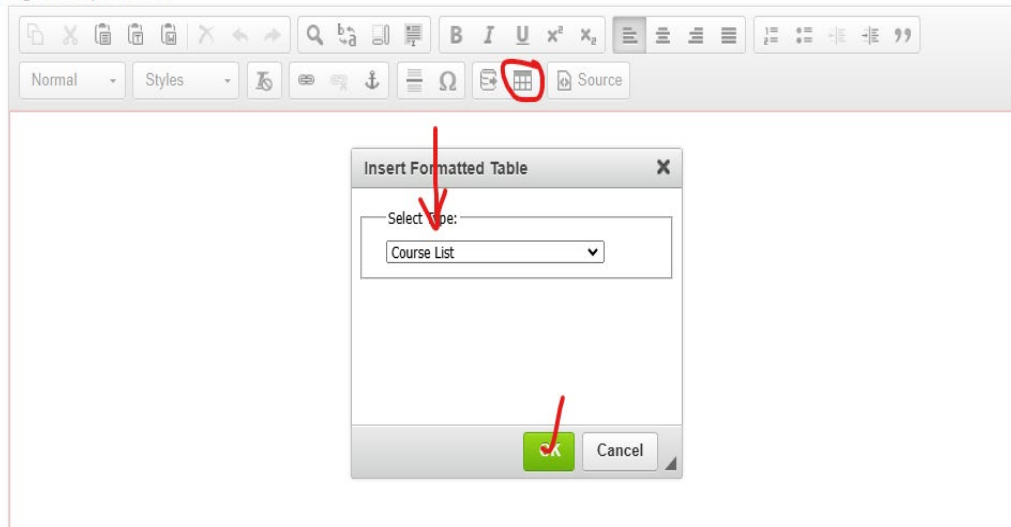
Career Opportunities

Program Requirements

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3. Click on the grid icon that looks similar to an excel spreadsheet. You may have to wait a few seconds for a pop-up to appear.
4. The pop-up will default to "Course List" as the Select Type. Click the green "OK" button to get started.

Program Requirements



5. Now you are ready to start writing your requirements! It may help you to already have a list in mind. You can brainstorm on a word document and use that as a reference if that helps. The Course List window will appear below.

The screenshot shows the 'Course List' dialog box. It has a title bar with 'Course List' and a close button. Inside, there is a 'Select Subject...' dropdown menu. Below it is a large empty text area. To the right of this area are two smaller empty text areas, one above the other. Between the large text area and the two smaller ones are '>>' and '<<' buttons. To the right of the two smaller text areas are input fields for 'Comment:', 'Sequence:', 'Cross Reference:', 'Or Class:', 'Hours:', and 'Footnote:'. At the bottom right, there are checkboxes for 'Sum Hours', 'Indent', and 'Area Header', and 'Move Up' and 'Move Down' buttons. At the bottom left, there is a 'Quick Add:' input field, an 'Add Course' button, and an 'Add Comment Entry' button. At the bottom right, there are 'OK' and 'Cancel' buttons.

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6. Standard Formatting: You will want to write out a basic format for your requirements. If it helps, find a program in the catalog and reference that format as you work in CIM.

DEGREE REQUIREMENTS

Required Core Courses (12 units)		
ARTS-101	2D Foundations	3
ARTS-110	Fundamentals of Drawing	3
ARTH-106	History of Western Art: Renaissance to Contemporary	3
DART-120	Introduction to Digital Art	3
Restricted Elective: List A - Art History		
Complete 1 of the following courses		3
ARTH-105	History of Western Art: Prehistoric Through Medieval	
ARTH-110	History of Graphic Design	
ARTH-118	Survey of Modern Art	
ARTH-130	History of Asian Art	
ARTH-145	Art of the Ancient Americas	
ARTH-180	History of Photography	
Restricted Electives: List B - Digital		
Complete 2 of the following courses		6

- a. To create a header, select the “Add Comment Entry” at the bottom left of the screen.

The screenshot shows the CIM interface with a dialog box titled "Add Comment Entry" open. The dialog box has a text input field labeled "Enter comment text:" with the text "Required Core Courses" entered. Below the input field are "OK" and "Cancel" buttons. A red arrow points from the "Add Comment Entry" button in the bottom left of the main interface to the dialog box. Another red arrow points from the "Add Comment Entry" button in the bottom left of the main interface to the "Add Comment Entry" button in the bottom left of the main interface. The main interface includes a "Quick Add:" section with a text input field and an "Add Course" button. To the right of the "Quick Add:" section are fields for "Reference:", "Or Class:", "Hours:", and "Footnote:", along with "Inc" and "Move" buttons.

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- b. For all headers, whether it be your required courses or your electives, make sure to select “Area Header” at the bottom right of the screen to make the wording bold.

The image displays two side-by-side screenshots of the 'Required Core Courses' form. Both forms have a blue header bar with the text 'Required Core Courses'. Below the header is a large empty text area. To the right of the text area are several input fields: 'Comment' (containing 'Required Core Courses'), 'Sequence', 'Cross Reference', 'Or Class', 'Hours', and 'Footnote'. At the bottom right of the form are two checkboxes: 'Indent' and 'Area Header'. In the left screenshot, a red arrow points to the 'Area Header' checkbox, which is currently unchecked. In the right screenshot, the 'Area Header' checkbox is checked, and the 'Move Up' and 'Move Down' buttons are visible below it.

- c. To add courses, you have two options. Please note that a course must first be added in CIM to be added to a program. If you are adding a new course, it just has to exist in CIM (it does not need to be approved first).
- i. You can either add courses from the Select Subject dropdown menu, or you can use the “Quick Add” feature at the bottom of the pop-up.

The image shows a 'Course List' pop-up window. At the top is a 'Select Subject...' dropdown menu. Below it is a large empty text area. To the right of the text area are two buttons: '>>' and '<<'. At the bottom of the window is a 'Quick Add' input field, followed by an 'Add Course' button and an 'Add Comment Entry' button. A red arrow points to the 'Select Subject...' dropdown menu, and another red arrow points to the 'Quick Add' input field.

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- d. Option 1: Select a subject from the drop down menu to see a list of all courses in that subject. Then select what course you want to add, and click on the right arrow to move it over to the requirements field.

☐ Sum Hours

Anthropology (ANTH) ▾

ANTH-120 Biological Anthropology with Lab

ANTH-121 Introduction to Cultural Anthropology

ANTH-122 Magic, Witchcraft, and Religion

ANTH-130 Introduction to Archaeology and Prehistory

ANTH-131 Mesoamerican Archaeology

ANTH-145 Medical Anthropology

ANTH-150 Anthropology of Sex, Gender and Sexuality

ANTH-180 The Anthropology of Childhood

ANTH-200 Linguistic Anthropology

ANTH-201 Field Studies in Anthropology

ANTH-202 The Anthropology of Travel and Tourism

ANTH-222 Introduction to Forensic Anthropology

>>

<<

Required Core Courses

Comment: Required Core Courses

Sequence:

Cross

Reference:

Or Class:

Hours:

- e. Option 2: Enter the course code (in all caps), a dash, and the course number to add a course to the requirements field. Feel free to add all your required courses before moving on to electives.

Quick Add:

7. Electives are a little trickier to format, but will be a breeze after a while.
 - a. Note: Always click on the box at the top right of the screen to sum the hours. This will auto calculate the units of the degree for you.
 - b. For any elective courses you add, you need to indent the course, so that CIM does not add up all the units of all elective courses.

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☒ Sum Hours

Required Core Courses

ANTH-122 Magic, Witchcraft, and Religion

ANTH-145 Medical Anthropology

ARTH-145 Art of the Ancient Americas

Required Electives

ENGL-224 Survey of Native American Literature

ENGL-231 Literature and Sexuality

PHIL-300 Medical Ethics and Patient Advocacy

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

☒ Indent ☐ Area Header

8. How do you control the number of units that are calculated for an electives list? Easy! You add a comment entry, and add units to the comment.

Philosophy (PHIL)

PHIL-120 Introduction to Philosophy 1

PHIL-121 Introduction to Philosophy 2

PHIL-125 Introduction to Ethics

PHIL-126 Contemporary American Ethics

PHIL-127 Feminist Philosophy

PHIL-128 Social and Political Philosophy

PHIL-129 Introduction to Epistemology and Metaphysics

PHIL-131 Introduction to Logic and Critical Thinking

PHIL-133 World Philosophy

PHIL-134 Philosophy of Religion

PHIL-137 Comparative Religions

Quick Add:

Required Electives

Complete two courses from the following:

ENGL-224 Survey of Native American Literature

ENGL-231 Literature and Sexuality

PHIL-300 Medical Ethics and Patient Advocacy

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

☐ Indent ☐ Area Header

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- a. Think of the hours field as units, it means the same thing. Either enter in exact units (if all course units are the same), or enter in a range if the courses in your electives list have differing unit values.
9. Congratulations! You have now completed a basic outline of your program requirements! Feel free to select the "OK" button as you go along to see what it looks like, and make sure things are formatting correctly.

Course List		
Required Core Courses		
<u>ANTH-122</u>	Magic, Witchcraft, and Religion	3
<u>ANTH-145</u>	Medical Anthropology	3
<u>ARTH-145</u>	Art of the Ancient Americas	3
Required Electives		
Complete two courses from the following:		6
<u>ENGL-224</u>	Survey of Native American Literature	
<u>ENGL-231</u>	Literature and Sexuality	
<u>PHIL-300</u>	Medical Ethics and Patient Advocacy	
Total Units		15

Fancy Stuff

10. How do I display two courses as an either/or option?

Required Electives
Complete two courses from the following:

ENGL-224 Survey of Native American Literature
ENGL-231 Literature and Sexuality
PHIL-300 Medical Ethics and Patient Advocacy

Comment:
Sequence:
Cross Reference:
Or Class:
Hours:
Footnote:

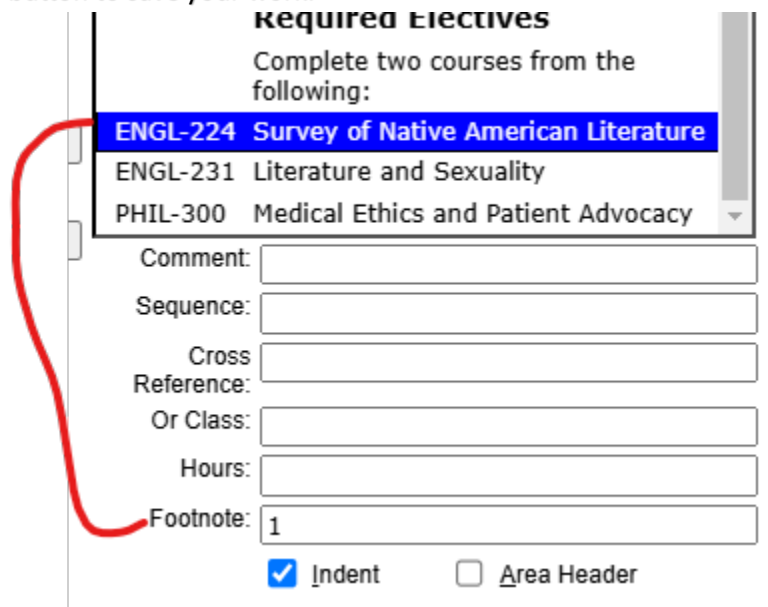
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11. Can I add comments or footnotes to courses?

- Comments appear right next to the course title, and look sort of wonky. It is cleaner to add a footnote to give students more information about the requirements.

Required Electives	
Complete two courses from the following:	
<u>ENGL-224</u>	Survey of Native American Literature (Take this first.)
<u>ENGL-231</u>	Literature and Sexuality
<u>PHIL-300</u>	Medical Ethics and Patient Advocacy
or <u>POLI-145</u>	International Political Economy
Total Units	
15	

- To add a footnote, first select the course that you want to make note of, and then write in a number (start with 1, and go up as you add more footnotes). Then click the “OK” button to save your work.



Required Electives

Complete two courses from the following:

- ENGL-224** Survey of Native American Literature
- ENGL-231 Literature and Sexuality
- PHIL-300 Medical Ethics and Patient Advocacy

Comment:

Sequence:

Cross Reference:

Or Class:

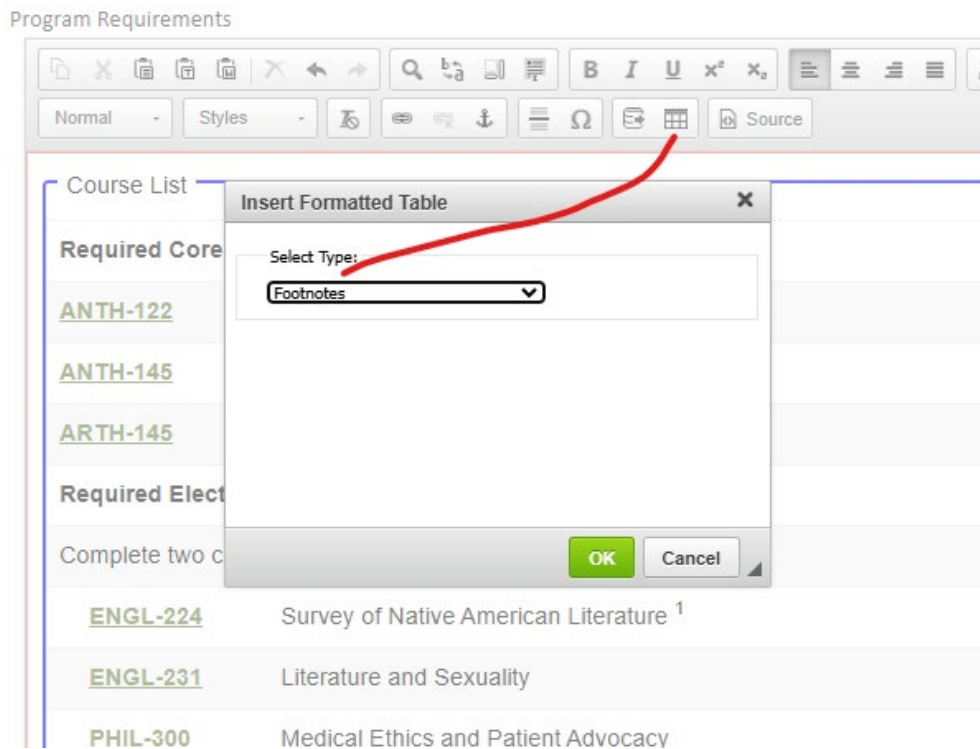
Hours:

Footnote:

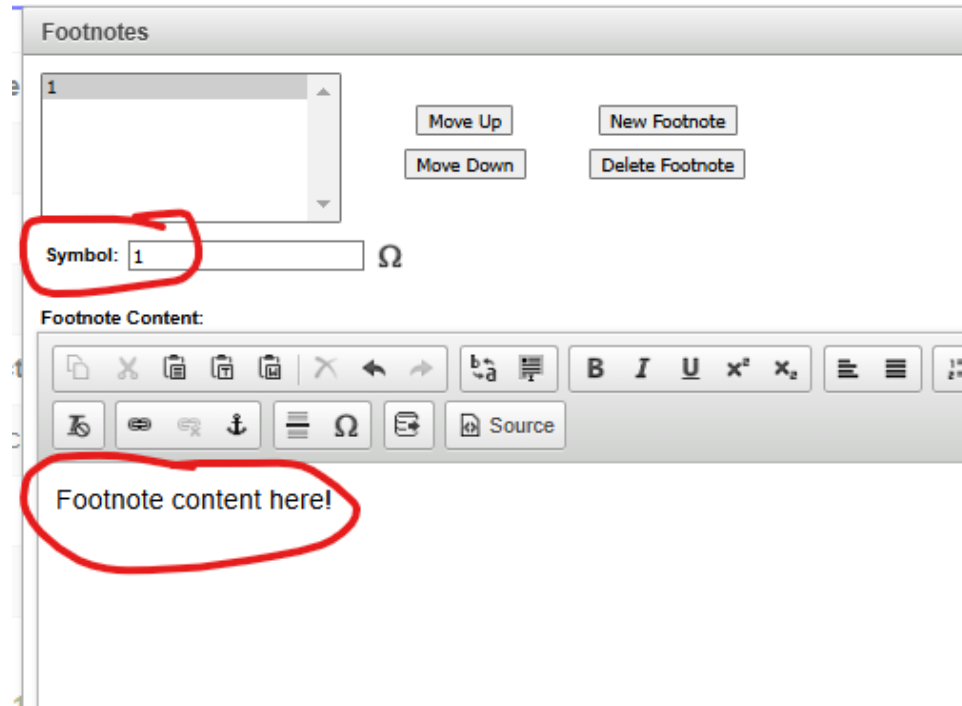
☒ Indent ☐ Area Header

- Then select the grid icon at the top again, and select “Footnote” from the “Select Type” drop down menu.

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- d. Now add your footnote number that correlates with the course you selected above, and your note content!



12. Is there more fancy stuff?

- a. Yes! Maybe an advanced training would be needed, or contact Katherine Lebe for more specific questions on formatting.